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4. Training Status File. It was announced that there is being established in the Administrative Staff, a Flexoline file which will provide immediate and current information concerning (a) all persons in process for each type of training, (b) all persons in training status, and (c) all persons completing training during the current fiscal year. Training Coordinators were requested, at their convenience, to examine this file and indicate corrections needed thereto.

5. Basic Intelligence Course (Supplemental). The following information concerning the Agency Basic Intelligence Course was furnished:

(a) Course is divided into two parts, each lasting three weeks (a total of six weeks for the entire course). The first three weeks is designated the Basic Intelligence Course (Clandestine Services). The second three weeks is known as the Administrative Support Course.

(b) Policies regarding those to attend. The Chief of Logistics has directed that all professional and technical personnel at GS-7 level and above will attend the entire six weeks course or the Administrative Support Course, whichever is appropriate. Generally, persons who have been on duty with the Agency more than nine months will attend only the Administrative Support Course (three weeks). Personnel who have been on duty with the Agency less than nine months will attend the entire six week course. All personnel reporting for duty with the Agency subsequent to 20 April 1953 will be scheduled automatically to attend the entire six weeks BIC (Sup) course.

(c) Divisions will commence immediately to schedule personnel to attend this course. Schedule should be established so as to provide minimum interference with accomplishment of operations. The next two scheduled dates for commencing the Administrative Support Course are 22 June and 17 August 1953. The next two scheduled Basic Intelligence Courses commence 27 July and 14 September 1953.

6. Announcement was made that arrangements have been negotiated with the Chief, Orientation and Briefing Division, Office of Training, for Logistics Office personnel to attend Agency indoctrination sessions held each Thursday from 0900 to 1200 hours. This program was initiated approximately eighteen months ago for the purpose of providing new agency personnel (all grade levels) with a general picture of intelligence operations and processes, a history of the development of the Agency, the organization of the National Security Council, the Intelligence Advisory Committee and other intelligence operations, and the organization and functions of the various elements of the Central Intelligence Agency. It is considered that

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this lecture will be valuable to personnel at all levels who have not previously heard it. Requests for attendance should be referred to the Logistics Office Training Officer [redacted] prior to 1500 hours each Tuesday in order that arrangements may be made.

7. Clerical Orientation Course. All new clerical personnel are scheduled by the Personnel Office to attend this course prior to reporting for duty in the organization to which assigned. As is reflected in the course outline (copies of which were provided each Training Coordinator) this two-day course (3 days for typing and stenographic employees) is designed to provide clerical employees with information concerning Agency operations that will be of value to them in their future assignments. Persons who have attended the course state that they have benefited greatly from the instruction given. Training Coordinators should assure that all clerical personnel who have not attended this course are given an opportunity to do so. Requests for postponement of this training for new personnel should be made only under emergency conditions and persons concerned scheduled for a subsequent class as soon as practicable.

8. Clerical Refresher Course. Announcements of Clerical Refresher Classes commencing 22 June 1953 were distributed. Training Coordinators were requested to forward training forms on those individuals they desired to attend the classes by 17 June.

9. Announcement was made concerning DD/A Training Liaison Officer meeting to be held 16 June 1953. In view of the proposed agenda for this meeting, it is probable that it will not be necessary to hold a Logistics Office Training Coordinator Meeting immediately following it. The next scheduled meeting of Logistics Office Training Coordinators will be approximately 24 June 1953. Logistics Office Training Officer will notify Training Coordinators regarding exact time and place for meeting.

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[redacted]
Logistics Office Training Officer

AS/IO/JAS:lmr

Distribution:

- 1 - Office of Chief, Special Staff, Administrative Staff
- 1 - To each IO Division Training Coordinator (5)
- 1 - Director of Training
- 1 - IO/Training File
- 1 - IO/Official File

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